

Minutes of the October 28, 2013 Meeting Strawberry Knoll Elementary School

Board members present: Clyde Lutter, Steve Schuyler, David King, Walter Kelley, Patrice Johnson

Homeowners present: Nancy Holderman, Zack Khan, Tom O'Brien, Ralph Allen (Lawn Order Landscaping), Barbara Faverty and Josiah Pellar, Doris Roitman, Peter Roitman

The meeting was called to order at 7:03 p.m. Quorum was met.

Clyde Lutter reviewed the meeting agenda and reminded attendees that during Members' Time, each homeowner's speaking time would be limited to five minutes. Board members were introduced to attending homeowners.

Next Meeting Date – November 25, 2013

Meeting Minutes Review:

The minutes from the September 23, 2013 meeting were reviewed. One adjustment was made. The minutes were approved with accepted changes. The approved minutes will be posted to the WCHOA website.

Members' Time:

Issue:

Mr. Ralph Allen, Lawn Order Landscaping, introduced himself. As licensed, insured, with references he was offering his business card with an introduction letter, describing the services his company provides. His company works with the city of Kensington and can provide additional references.

Board Response:

Presently the current landscaping contract is in year three of a five year contract. When it is time to consider another contract in two years his company will be considered. He was thanked for coming to the meeting.

Issue:

Townhouse owner living on Centerway requested information regarding what is required by the HOA board to trim or remove a tree on his property. Owner also requested information regarding the replacement of a fence located between townhome properties. His neighbor has requested that they both share in the replacement expense.

__ Board Response:

A walk through is performed twice a year both in the Spring and Fall season. During the last Walnut Creek Homeowners Association community walk through it was determined that several fences were in need of replacement. Normally a walk through is performed at the front of the property, however, this last walk through also included the rear of the properties by walking through the common area. Replacement of the fence can be done without submitting an architecture request, as long as it is the exact same fence with the same color.

Architectural Submissions/Requests

Architectural Chairman Steve Schuyler provided an Architectural Report to the board containing the following.

__ Issue:

Steve Schuyler received correspondence from homeowner at 22 Bannister Court. The homeowners attended the meeting to answer any questions about their request. Request is for the installation of a poured concrete slab and the addition of an 8'X8' shed. Color of the shed would be painted the same color as the house.

__ Board Response:

Architectural request was voted upon and approved by the board.

__ Issue:

(LAST MONTH MEETING) Homeowner on Glendower agreed to submit a current architectural application to include any changes from the original documents and any Montgomery County required documents. Homeowner agreed to obtain the Montgomery County required neighbor signatures of agreement. Size of shed, materials used and paint to be applied will be specified in the new architectural request, which was not previously submitted or approved. However, as of now, nothing has been presented. Homeowner also raised the issue of a \$25.00 fine due to the recycle bins being visible in the front yard. Again, this situation exists.

__ Board Response:

It was decided to observe, in the next few weeks, whether the garbage cans and blue recycle bins are still visible from the street. Consideration will be made whether to allow the requested documentation for fence/deck and shed issues be deferred since these have already been built to the board's satisfaction and they meet the HOA architecture criteria. The final determination will be made at the next meeting. All blue recycle bins and trash bins cannot be put out on the curb any earlier than the night before collection. Bins cannot be stored where they are visible from the street.

__Issue:

Homeowner from Glendower was walking dog unleashed and defecating in neighbor's back yard on Tulip Grove Road.

__Board Response:

The animal waste and unleashed dog issue is a Montgomery County issue. Concerns need to be addressed to the county.

__Issue:

Lighting in the townhouse top parking lot area has been out for over six weeks. The area is near the 9070 Centerway Road parking lot location.

__Board Response:

Walt, Contracts Chairman, will look into what is needed to repair this light. If it is not repairable and if the light pole would need to be replaced consideration will be made to transition to LED lighting. Bids will be obtained for work.

On future HOA board printed agendas a "Contracts "category will be added to the meeting agenda.

Financial Report:

Patrice Johnson, Treasurer, has the financial audit report from the 2011/2012 year and will be reviewing it. Management Company needs to mail next year's HOA dues payment coupon book and notice of the annual meeting to the community. Management Company will need to include in that mailing the architectural policy with the adopted changes.

Items needing to be addressed:

** Determination as to whether the HOA fees are to remain the same or be increased has yet to be determined due to several large expense items in the near future.

**Determination as to HOA budgeted amounts for:

Infrastructure Repair and Maintenance fees
Landscaping/tree expenses

Legal fees – proposal - \$4000

Attorney Fees – attorney action has been put on hold regarding homeowner collection action- board to get back to attorney regarding proceeding actions and reconsider fees involved.

Management fee – including contract and secretarial support if not provided by homeowner volunteer or board members.

**Insurance policies – need to know what is included in the insurance- Management Company to be contacted.

Working on the budget for the 2013-2014 year was tabled until the next board November meeting. More information will be provided by Patrice Johnson, Treasurer, as to the reserve study recommended reserve amount. Information will be provided as to the year-end projected reserve on hand and the current shortfall. All this information will be used to determine future HOA fee increases or the ability to leave the HOA fee the same.

**Any lighting done in the townhouse parking lot would come out of the townhouse reserve contribution fund.

__ Issue:

Correspondence was received from Montgomery County Government regarding a program to assist homeowners that are past due on their HOA fees through a micro loan program. This information will be sent to the Management Company to be included in the annual mailing to homeowners. Information will also include the annual meeting information, updated architectural policy and the HOA payment coupons.

Old Business

Townhouse Parking Lot 9070 Centerway area– WSSC has completed their paving project. However, the townhouse parking lot remains unpainted. Painting is the responsibility of Walnut Creek Homeowners Association. Patrice forwarded parking lot painting company name to Walt. Walt contacted and met with contractor and provided them a statement of work to be completed. Total cost \$550. Board approved payment of funds. The board decided to not seal the painted lines at a cost of \$450. Signs requesting NO PARKING will be placed on townhouse doors when a date is established.

Townhouse Parking Policy – No comments were received from board members as previously requested. Parking policy deferred to November meeting. Patrice Johnson will attempt to obtain the parking policy records previously held by a homeowner who recently passed away.

Speed Bumps –The installation of speed bumps in the community will be addressed in the November meeting.

Erosion problem/Tree Pruning/removal – Residents of 9032 Centerway have reported that a large maple tree and lack of adequate sunshine on the common area hill in front of their townhome has caused a detrimental appearance to their property. An erosion problem caused by the rainfall run off of the tree is contributing. President Lutter requested that Contracts Chairman Walt Kelley get some bids to address the issue. Walt did a thorough walk through of this area. He observed the slope of the property starting from the home and extending down to the sidewalk. The slope has a severe erosion problem which also creates mud covering the sidewalk. Homeowners have planted seed several times, each time not resolving the problem. The existing wood retaining wall needs to be extended down to the sidewalk far enough to prevent the erosion and solve the drainage area. This extension of the retaining wall needs to be installed using the same wood materials that currently exist. Ground cover needs to be installed in the area as grass does not stop the erosion area. The existing overgrown mature maple tree which overhangs the homeowner's house and contributes to the erosion will need to be addressed. It was recommended that a certified arborist inspect the tree and surrounding area for their recommendation and the second option would be tree removal. Competitive bids for tree maintenance vs. tree removal will be obtained by Walt Kelley. Steve Schuyler has the name of 3 arborists and recommended that a certified arborist inspect all the mature trees in the common area and give the board their recommendations. This will address any dangerous and libelous conditions that presently exist. Walt, Zack and Dave will walk through common areas and look at the trees needing attention and will give board members feedback as to results of walk through. Bids need to be obtained for work to be done. Walt stated that when considering tree work there are two processes. Currently, some trees in the common area are 50 years old and in need of pruning or removal. Maintenance on the trees have never been done and is now in severe need. Consideration needs to be taken when decisions are made as to the financial and the appropriate action to be taken. New trees, if considered, will need to be selected according to their life expectancy, maintenance requirements and recommendations by a certified arborist.

Walt will also address the aeration and reseeding of the common areas and evaluate whether to still consider for this year or next year. Walt will present this information at the November meeting. Cost of common grounds area aeration \$3650.

Walk Through – WCHOA Contracts Manager Kelley went through the list of two items identified in the community walk through and indicated last month some of the issues identified had yet to be addressed.

1. Poison Ivy – Contracts Manager Kelley inspected the upper playground behind the townhouses and took pictures last month to verify that the WCHOA Landscaping Contractor had not removed the poison ivy. Upon the request at the last month's board meeting the landscaping company removed the poison ivy.
2. Dead branches on a pine tree off the Linden house pathway to the tennis court were removed by the landscaping contractor upon the board's request. This was done at no charge.

3. Tennis Court Net is drooping caused by the broken ratchet mechanism. Walt Kelley inspected the net. Tom O'Brien will look at the required repair to see if he has the equipment to replace or repair. Otherwise, Walt can call the company that was listed on the tennis net for an estimate of repair.
4. Walnut Creek Homeowners Association Sign was removed due to deterioration. Clyde Lutter will forward a sign bid, presented by Tom O'Brien, to Walt, Contracts Chairman. Tom will also send his bid for a new Walnut Creek sign to Walt. Tom stated the fee for him to build a new sign would be \$8000, which also includes the design. Bids will be taken when the work is considered to be done.
5. Prioritization will need to take place for the issues most important to the community.
#1 parking lot needs to be painted. Other issues need to be considered as the WCHOA budget allows.

Privacy Policy- Clyde will send a copy of the privacy policy to each of the board members to review to see if an update will be necessary. In the meantime, Steve Schuyler will contact Diane Winters, webmaster, regarding taking the minutes, as written up and approved, and her making any necessary adjustments to adhere to the privacy policy on the web. This will be discussed at November's meeting.

New Business- TO BE DISCUSSED AT NOVEMBER MEETING

COPIED FROM AGENDA – NOT DISCUSSED AT THIS MEETING. CLYDE NEEDED TO LEAVE AT 8:00PM.
SUBJECT WILL BE DISCUSSED AT NOVEMBER MEETING.

Reduce the number of HOA board meetings without loss of Architecture or Budget. (Solution?-email between all board members.) Start as soon as possible...Concept for remainder this year – reduced "profile" meetings: Minimum Quorum, receive member issues. THIS WAS NOT DISCUSSED AT THIS MEETING. CLYDE NEEDED TO LEAVE AT 8:00PM. Subject will be discussed at November meeting.

Action Items:

Patrice Johnson

- **Find out from management company the latest date to receive items to be included in the annual notice documents sent to homeowners.
- **Request from management company information about HOA insurance and what is included in that insurance.
- ** Request from management company information of three companies to request bids for a new Walnut Creek sign.
- **Request information from management company phone responses on attorney fees.
- **Highlight information change on budget this/next year's reserve amounts.
- **Email contractor phone number to Walt and decide method of contacting and advising homeowners.

Dave King:

- **Contact Walt, Contracts Chairman, what date parking lot is to be painted. Write up document and post notices on doors of townhouses to have vehicles removed from area in townhouse parking lot to be painted.
- **Contact Walt, Contracts Chairman, what date walk through is to be done with Landscaping contractor to inspect potential tree maintenance and concerns.

Walt Kelley:

- **Inspect light pole, top of townhouse parking lot to see what is required to get it operational.
- **Get townhouse parking lot painted
- **Walk through with Zack and Dave to inspect potential tree maintenance and concerns.
- **Get painting contractor name and phone number from Patrice.
- **Address erosion/tree issue at 9032 townhouse area
- **Get information from Clyde regarding Tom O'Brien bid for WCHOA sign.

Tom O'Brien:

- **Look at tennis court ratchet mechanism and see if able to repair.
- **Send invoice information to Walt Kelley on new Walnut Creek sign design.

Clyde Lutter:

- **Forward privacy policy to board for feedback.

Steve Schuyler:

Follow up with Webmaster regarding privacy policy and the Web posting.

Meeting adjourned at 9:00 p.m.

NEXT MEETING NOVEMBER 25, 2013 LIZ LINDAHL WILL TAKE MINUTES AND WRITE UP FOR NOVEMBER MEETING.